

## Youth Guides

# Sample Completed Employment Application

***Sample Company is an equal opportunity employer and fully subscribes to the principles of equal employment. All applicants and employees are considered for hire, promotion and hiring status without regard to race, color, religion, sex, national origin, age, handicap or status as a disabled veteran.***

**Directions:** Complete all questions. Print or type responses. If unable to complete a response in the space provided, complete your answer in the space provided in item 30 on page 4.

1. Kind of position or job for which you are applying (give the job title or job announcement number): <b><i>Assistant Manager</i></b>																											
2. Other positions for which you would like to be considered: <b><i>Inventory Supervisor - Retail</i></b>																											
3. Name (Last, First, Middle): <b><i>Simmons, Susan J.</i></b>		4. Other last name ever used:																									
5. Street Address (No P.O. Box Numbers): <b><i>127 Blackrock Drive</i></b>		6. Apartment Number: <b><i>#105</i></b>																									
7. City <b><i>Anytown</i></b>		8. State <b><i>Virginia</i></b>	9. Zip <b><i>99999</i></b>																								
10. If mailing address is different, provide address: <b><i>P.O. Box 199</i></b>		11. E-mail address: <b><i>Susan123@aol.com</i></b>																									
12. Day telephone number <b><i>(999) 555-0010</i></b>		13. Evening telephone number <b><i>(999) 555-9919</i></b>																									
14. Have you ever been employed by this company? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																											
If yes, provide dates of employment: From: Month _____ Yr _____ to Month _____ Yr _____																											
15. What starting salary would be acceptable to you? <b><i>Negotiable</i></b>																											
16. When would be the earliest date that you would be available to start work? Month <b><i>June</i></b> Day <b><i>1st</i></b>																											
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">17. Are you available for:</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No</td> <td style="width: 20%;">Temporary work:</td> <td style="width: 10%;">Yes</td> <td style="width: 10%;">No</td> </tr> <tr> <td>Part-time work</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Less than 3 months</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>To relocate</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>3 - 6 months</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Overnight travel</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>9 - 12 months</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>				17. Are you available for:	Yes	No	Temporary work:	Yes	No	Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Less than 3 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	To relocate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 - 6 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Overnight travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9 - 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Are you available for:	Yes	No	Temporary work:	Yes	No																						
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Less than 3 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
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Overnight travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9 - 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>																						
18. Hours preferred: No preference <input type="checkbox"/> or Start work at <b><i>8:00 a.m.</i></b> (enter time of day). Days of the week: No preference <input checked="" type="checkbox"/> or Circle the days of the week that you prefer to work: <div style="text-align: center;">Sun    Mon    Tues    Wed    Thur    Fri    Sat</div>																											
19. Military experience: List branch of service: <b><i>N/A</i></b> Dates of active duty: From _____ to _____ Primary duties: _____																											

20. **Experience.** Begin with current or most recent job. List each job separately even though it may have been with the same employer. Account for all jobs during the past ten years. Use additional sheets, if necessary.

Name of employer <b>Goodwin's</b>	Immediate supervisor <b>Rachel Wells</b>
Address of employer <b>916 Main Street</b>	Telephone number <b>(999) 555-6565</b>
City <b>Anytown</b>	State <b>Virginia</b> Zip code <b>99999</b>
Type of business <b>Department Store</b>	Your job title <b>Retail Clerk</b>
Dates of employment From Month <b>Sept</b> Yr <b>2005</b> to Month <b>Present</b> Yr	
Reason for leaving: <b>Desire to obtain a position with more responsibility.</b>	

Salary range: Beginning wage \$ <b>8.25</b> per hour Ending wage \$ <b>9.00</b> per hour	
Duties (be specific): <b>Served customers in Women's Apparel. Ran and closed out cash drawer. Trained new employees. Managed inventory. Set up merchandise for sales.</b>	
Special training that you received: <b>Selected to attend Customer Service classes.</b>	

Name of employer <b>Big Treat Restaurant</b>	Immediate supervisor <b>Larry Jones, Owner</b>
Address of employer <b>19 South Street</b>	Telephone number <b>(999) 555-1000</b>
City <b>Anytown</b>	State <b>VA</b> Zip code <b>99999</b>
Type of business <b>Fast Food Restaurant</b>	Your job title <b>Began as line worker, ended as Shift Manager</b>
Dates of employment From Month <b>May</b> Yr <b>2004</b> to Month <b>July</b> Yr <b>2005</b>	
Reason for leaving: <b>This was a great first job but I wanted to try a job in retail.</b>	
Salary range: Beginning wage \$ <b>5.50</b> per hour Ending wage \$ <b>6.45</b> per hour	
Duties (be specific): <b>As Shift Manager, I had customer service, employee production, ordering of supplies, cleaning, scheduling, and cash management responsibilities.</b>	
Special training that you received: <b>Shift Manager training course.</b>	

Name of employer	Immediate supervisor
Address of employer	Telephone number
City	State Zip code
Type of business	Your job title
Dates of employment From Month Yr to Month Yr	
Reason for leaving:	
Salary range: Beginning wage \$ per hour Ending wage \$ per hour	
Duties (be specific):	
Special training that you received:	

21. Explain all gaps in your employment that were 3 months or greater:

From: Month August Yr 2005 to Month Sept Yr 2005 Reason See #30

From: Month \_\_\_\_\_ Yr \_\_\_\_\_ to Month \_\_\_\_\_ Yr \_\_\_\_\_ Reason \_\_\_\_\_

From: Month \_\_\_\_\_ Yr \_\_\_\_\_ to Month \_\_\_\_\_ Yr \_\_\_\_\_ Reason \_\_\_\_\_

22. List special qualifications and skills that you have. ***Proficient with POS equipment. Excellent customer service (awards). Knowledge of retail accounting and marketing.***

23. List professional association memberships. ***None***

24. List licenses or certifications (list state and expiration date, if applicable).

***Virginia Driver's license - expires April, 2009***

25. If currently employed, may we contact your employer and/or supervisor?

Yes ☒ No ☐

26. Education:

Indicate highest grade completed. 12

List, beginning with high school, all schools attended. Indicate city and state of school, dates of attendance, degree (if any) and the degree date.

School name, city and state

From

To

Degree

Yr

<b><i>Anytown High School</i></b>	Do not enter information for high school.		

Primary undergraduate or vocational school subject area:

Graduate school subject area:

Other training. Describe any other formal or informal training received in past ten years. Provide dates of attendance, course length, location and certificate received.

***4-day Shift Manager training course in Atlanta in August 2004.  
Completed certified Windows Office training while in high school.***

27. List honors, awards, etc., received. ***President of Junior Achievement Club and Captain of Volleyball team in high school. Twice selected Employee of the Month at Goodwin's. See #30***

28. References: List three persons not related to you who are able to verify the information provided in this application. Do not list supervisors mentioned above.

Name

Mailing Address

Telephone Number

<b><i>Mary Samuel, Teacher</i></b>	<b><i>P.O. Box 19 North, VA 99998</i></b>	<b><i>(999) 555-2626</i></b>
<b><i>Rev. Martin Bolles</i></b>	<b><i>P.O. Box 177 South, VA 99997</i></b>	<b><i>(999) 555-2727</i></b>
<b><i>Frank Gibbs, Neighbor</i></b>	<b><i>970 Smyth Ave. Anytown, VA 99999</i></b>	<b><i>(999) 555-6999</i></b>

<p>29. Respond to the following questions:</p> <p>a. Are you eligible to work in the U.S.?</p> <p>b. Have you ever been convicted of a felony? *</p> <p>c. Have you ever been convicted of a drug-related crime? *</p> <p>d. Do you possess a valid driver's license?</p> <p>e. Do you have any blood relatives employed by this company?</p> <p style="margin-left: 40px;">If yes, name of relative:</p> <p style="margin-left: 40px;">Relation to you: <u>    </u></p> <p style="margin-left: 40px;">(Company may have a nepotism policy that prohibits close relatives from working in the same department or division)</p> <p>f. Have you applied for employment with this company before?</p> <p style="margin-left: 40px;">If yes, when</p> <p style="margin-left: 40px;">* Conviction will not necessarily disqualify the applicant from employment.</p>	<p>Yes</p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>
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30. Additional information. Use this space to expand upon questions requested. Indicate item number.

Item Number

<b>21</b>	<b><i>Took time to attend Girl's State, representing my high school.</i></b>
<b>27</b>	<b><i>Chosen to represent my high school at Girl's State conference.</i></b>

  

31. Candidate statement: Use this space to communicate to the company any special information not listed in the application.

***After over one year in the retailing field, I believe that I have a strong interest to make it my career. With my experience and knowledge of retailing, I am ready to progress to a position of more responsibility. I will also be applying to Johnston Community College where I will be taking classes in retailing and business..***

  

**Notice:** All information supplied by the applicant is subject to review and verification by the employer. Inaccurate information may result in rejection of the application or dismissal from employment.

  

"I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief."

*Susan Simmons*

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Applicant Signature

*May 16, 2006*

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Date